

CHAPTER 14
EMERGENCY ACTION PLAN AT CHP FACILITIES

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CHAPTER 14

EMERGENCY ACTION PLAN AT CHP FACILITIES

1. GENERAL.

a. Background. The State of California has a responsibility to protect the public, safeguard lives, protect public property, and provide for the continuity of government service. The General Industry Safety Orders (GISO), established by Section 142.3 of the Labor Code, mandate specific requirements to ensure that state agencies develop formal emergency plans and procedures to protect state employees, members of the public, and state facilities. Facility-specific emergency action plans (EAPs) will enhance the safety of departmental employees during emergency incidents, including workplace violence, and comply with established GISO requirements.

b. Violence in the Workplace. The CHP is committed to ensuring a safe and secure work environment for its employees. Security is dependent upon consistent, responsible action of the employer and employees in the workplace. Commanders should be aware of the possibility of violence affecting their workplace and be prepared to handle violent situations. It is essential that, when security precautions are utilized in the workplace, they should be implemented with management's full commitment and employee involvement (refer to Chapter 15 of this manual). Violence in the workplace shall include any act of physical assault or any verbal harassment, including any threats or intimidation of any nature, communicated by any means.

2. LEGAL AUTHORITIES GOVERNING PUBLIC SAFETY AGENCIES.

a. GISO § 3220 (refer to Annex A) requires the development of an EAP which contains specific elements such as evacuation routes, alarm systems, rescue and medical personnel, and training to ensure employee safety from fires and other emergencies.

b. GISO § 3221 (refer to Annex B) mandates the development of a fire prevention plan which contains specific elements such as potential fire hazards, names or regular job titles of personnel responsible for specific actions/activities, housekeeping procedures, employee training, and maintenance procedures for equipment and systems.

c. GISO § 6184 (refer to Annex C), requires an employee evacuation alarm system in facilities with ten or more employees.

d. Section 3.09, Title 19, CCR (refer to Annex D), requires operators of all office buildings, two or more stories in height, to provide emergency procedure information to all occupants.

e. Highway Patrol Manual (HPM) 10.6, Occupational Safety Manual, Chapter 1, General Philosophy, Roles and Responsibilities, paragraph 2., Philosophy, states, "The Department is legally and morally responsible for the safety of its employees. Safe work conditions and safe work procedures are essential to the efficient functioning of the CHP. The Department is also responsible for ensuring that everything possible will be done to protect employees from accidents, injuries, occupational illnesses, and exposures to hazardous substances."

3. EMERGENCY ACTION PLANNING POLICY.

a. Emergency Action Plan Coordinators. The Department's EAP coordinator is the commander of Protective Services Division. Field Division Chiefs, Area, Section, and facility commanders are the EAP coordinators for their respective facilities.

b. Emergency Action Plan. Emergency coordinators are responsible for developing and maintaining an EAP at all CHP facilities whether the facility is shared by other public or private occupants. Highway Patrol Handbook (HPH) 100.3, California State Agency Emergency Action Plan, is available as a resource for guidance and direction in the creation and development of an EAP.

(1) A comprehensive, facility-specific EAP shall be developed by identifying potential hazards and anticipating emergency situations that will require immediate action to mitigate possible adverse effects upon employees and visitors. Once a hazard/emergency has been identified, the mitigation process begins by implementing the procedures outlined in the command's EAP.

(2) It shall be the responsibility of all commanders, managers, and supervisors to be **thoroughly familiar** with their EAP.

c. Coordination of Plans. In buildings occupied by both the Department and public or private organizations, EAPs should be coordinated to ensure that actions and procedures are compatible.

d. Employee Evacuation Alarm Systems. Commanders shall ensure an employee evacuation alarm system is installed in their facility to comply with GISO § 6184. Evacuation drills shall be performed annually at each facility. An evacuation route diagram shall be posted.

e. All employees are responsible for adhering to the policies and procedures contained in the EAP, and health and safety standards as directed by CHP management. Additionally, employees are responsible for reporting potential safety hazards to their immediate managers/supervisors so immediate corrective action may be taken.

f. Commanders shall ensure personnel are designated to perform specific tasks in the event of a facility emergency and are provided appropriate training.

g. Annual Review. Commanders shall establish a process for annual review of the plan by each employee. This review shall be documented on a CHP 712, Employee Emergency Action Plan Review (refer to Annex E). Additionally, the CHP 712 shall be completed and signed by each employee subsequent to initial orientation and whenever the plan has been revised.

h. Concept. The following information shall be incorporated into all EAPs to ensure compliance with state laws and departmental policy:

- (1) Specific evacuation procedures for all types of emergency situations.
- (2) Emergency escape procedures and copies of posted evacuation routes.
- (3) Procedures to account for employees and visitors after an evacuation has been completed.
- (4) Procedures for employees assigned rescue and medical responsibilities.
- (5) Procedures for reporting fires and other emergencies.
- (6) Names and job titles of key personnel to be notified in an emergency.
- (7) Guidelines for initial training, training updates, and annual review.
- (8) Guidelines for training a sufficient number of employees to assist in the safe and orderly evacuation of personnel during an emergency.
- (9) Responsibilities of each employee during an emergency.

i. Guidelines. An extensive EAP outline has been developed to assist headquarter commands, field Divisions, Area offices, and inspection facilities in the development of facility-specific EAPs. Upon request, Emergency Operations and Safety Services Section will provide commands with a “fill-in-the-blanks” EAP outline via e-mail in Word® format. Each command shall be responsible for

preparing and inserting all “facility-specific” information (e.g., physical location of the EAP, evacuation route signs, emergency telephone rosters) into their EAP.

j. Completed Emergency Action Plans. The EAPs shall be kept in clearly marked red binders for easy identification and stored in a location accessible to **all employees**. The EAP red binders are available from Supply Services Unit through normal requisition.

4. EMPLOYEE PROTECTION PROGRAM (CHP 715).

a. The one-page employee protection plan (EPP) form contains a brief listing of possible emergency actions for quick reference (refer to Annex F).

b. Emergency coordinators shall post the CHP 715 in a conspicuous location at the command.

c. The following information shall be used in preparing a facility-specific CHP 715. Most of the information applies to all facilities and has been pre-printed.

(1) The upper portion of the CHP 715 shall be completely filled in and updated as changes occur. The lower portion of this form contains action and planning guidance for emergencies.

(2) Column One. This space contains the types of incidents where EPPs are required, plus two additional emergencies (flood and war) which have specific countermeasures for employee protection.

(3) Column Two, “Action.” The information contained in this column outlines emergency actions to be taken for corresponding incidents as specified in column one. Each form will require building entry locations, evacuation routes, and locations of first-aid kits and fire extinguishers. A diagram (preferably 8-1/2" x 11") of the facility floor plan may be used to indicate this information.

(4) Column Three, “Planning.” The information contained in this column briefly outlines planning and training actions for corresponding incidents as specified in column one. For factors to be considered in completing this section of the CHP 715, refer to paragraph 5.d.(1-16) of this chapter.

5. FACILITY-SPECIFIC EMERGENCY ACTION PLANS. The following information is a **brief** outline of chapters that shall be included in all facility-specific EAPs. Commands

may include additional facility-specific information, in any order, at the commander's discretion.

d. Emergency Information. This chapter shall contain a complete list of 24-hour emergency telephone numbers to include, but not limited to, the following entities:

- (1) Emergency 9-1-1.
- (2) CHP communications center.
- (3) Allied law enforcement agencies.
- (4) Ambulance, fire, and health services.
- (5) Environmental health.
- (6) Emergency child protective services.
- (7) Governor's Office of Emergency Services.
- (8) Telephone, electric, and gas companies.
- (9) Water.
- (10) Sewage disposal.
- (11) Tow service.
- (12) Emergency medical technician personnel.
- (13) Bomb search/search and rescue team personnel.
- (14) Emergency responders.

e. Overview of the Facility. This chapter shall include the name, address, and a complete overview of the interior (e.g., floor plan, name, and location of workstations, exit locations) and the exterior of the facility (e.g., motor pool parking, visitor and employee parking, surrounding surface street names, etc.)

c. Emergency Organization. This chapter shall outline the Incident Command System emergency organizational structure which will be used during a facility emergency. For further information regarding the Incident Command System refer to HPM 50.1, Emergency Incident Management Planning and Operations Manual, Chapter 3, Emergency and Event Planning.

d. Emergency Incident Management. This chapter shall include specific procedures to follow in the event of an emergency. Once a hazard/emergency has been identified, the mitigation process begins by implementing the procedures outlined in this plan, including, but not limited to, the following information.

(1) Utilities. Procedures for reporting water and electrical supply emergencies. The locations and procedures for shutting off utilities (e.g., water valves, electrical power controls, auxiliary power generators) shall also be provided.

(2) Medical Emergencies. Procedures for notifying personnel who are trained as Emergency Medical Technicians and the locations of first aid kits. Procedures shall also be provided for summoning outside assistance (e.g., paramedics, ambulance) to cope with medical emergencies.

(3) Fire Hazards. Procedures for identifying and eliminating potential electrical, gas, and structural fire hazards in the work environment. Procedures for immediate action in the event of a fire, locations of fire extinguishers, and instructions for evacuating the building, if necessary.

(4) Floods. Procedures for sudden or slow flooding as a result of excessive rainfall, levee break, or dam failure. Procedures for immediate action in the event of a flood, and evaluation of the potential for flood damage.

(5) Earthquakes. Procedures to be followed in the event of an earthquake to include earthquake preparedness, and emergency actions to take during and immediately after the first shock.

(6) Bomb Incident Procedures. Procedures to be followed in the event a facility receives a telephonic bomb threat or a suspicious letter or package. The responsibilities and training of bomb search team members shall also be included.

(7) Search and Rescue/Medical Aid. Responsibilities of search and rescue teams organized to mitigate injuries and loss of life should the structural integrity of the building become damaged or compromised and results in the search and rescue of employees.

(8) Demonstrations. Procedures to be followed in the event the facility becomes the site of a civil disturbance or crowd control-type situation.

(9) War Emergency Procedures. Procedures to be followed in the event of a war emergency, including pre-attack, attack, and post-attack procedures.

- (10) Hazardous Materials Spills. Procedures to be followed in the event of a major hazardous materials spill in, or in the proximity of, the facility.
- (11) Elevator Malfunction. Procedures to be followed in the event there is an elevator malfunction in the facility.
- (12) Violence in the Workplace.
- (a) Brandishing a Weapon. Procedures to be followed in the event a person threatens the use of, brandishes, or discharges a weapon in the facility.
 - (b) Hostage. Procedures to be followed in the event a hostage incident develops.
 - (c) Aggressive Behavior. Procedures to be followed in the event a person disrupts the work environment by verbally or physically assaulting employee(s).
- (13) Posting of the CHP 715. The posted location(s) of the completed CHP 715.
- (14) Building Evacuation. This chapter shall identify facility-specific evacuation routes, exits, and assembly areas. Specific responsibilities of employees and supervisors before, during, and after an evacuation shall also be included.
- (15) Training. This chapter shall include procedures for required EAP training. All training shall be documented on a CHP 712 and should then be entered into the Employee Training Record System.
- (16) Command-specific information when multiple commands occupy the same facility.

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ANNEX A
GENERAL INDUSTRY SAFETY ORDER §3220
EMERGENCY ACTION PLAN

(a) Scope and Application. This section applies to all emergency action plans. The emergency action plan shall be in writing, except as provided in the last sentence of subsection (e)(3) of this section, and shall cover those designated actions employers and employees must take to ensure employee safety from fire and other emergencies.

(b) Elements. The following elements, at a minimum, shall be included in the plan:

- (1) Procedures for emergency evacuation, including type of evacuation and exit route assignments;
- (2) Procedures to be followed by employees who remain to operate critical plant operations before they evacuate;
- (3) Procedures to account for all employees after emergency evacuation has been completed;
- (4) Procedures to be followed by employees performing rescue or medical duties;
- (5) The preferred means of reporting fires and other emergencies; and
- (6) Names or regular job titles of persons or departments who can be contacted for further information or explanation of duties under the plan.

(c) Alarm System.

- (1) The employer shall establish an employee alarm system which complies with Article 165.
- (2) If the employee alarm system is used for alerting fire brigade members, or for other purposes, a distinctive signal for each purpose shall be used.

(d) Evacuation. The employer shall establish in the emergency action plan the types of evacuation to be used in emergency circumstances.

(e) Training.

(1) Before implementing the emergency action plan, the employer shall designate and train a sufficient number of persons to assist in the safe and orderly emergency evacuation of employees.

(2) The employer shall advise each employee of his/her responsibility under the plan at the following times:

(A) Initially when the plan is developed,

(B) Whenever the employee's responsibilities or designated actions under the plan change, and

(C) Whenever the plan is changed.

(3) The employer shall review with each employee upon initial assignment those parts of the plan which the employee must know to protect the employee in the event of an emergency. The written plan shall be kept at the workplace and made available for employee review. For those employers with 10 or fewer employees the plan may be communicated orally to employees and the employer need not maintain a written plan.

Note: Authority and reference cited: Section 142.3, Labor Code.

HISTORY

1. New section filed 9-8-81; effective thirtieth day thereafter (Register 81, No. 37).

2. Amendment of subsections (b)(1) and (b)(4) filed 6-5-2017; operative 6-5-2017. Submitted to OAL for printing only pursuant to Labor Code section 142.3(a)(3) (Register 2017, No. 23).

ANNEX B
GENERAL INDUSTRY SAFETY ORDER §3221
FIRE PREVENTION PLAN

(a) Scope and Application. This section applies to all fire prevention plans. The fire prevention plan shall be in writing, except as provided in the last sentence of subsection (d)(2) of this section.

(b) Elements. The following elements, at a minimum, shall be included in the fire prevention plan:

(1) Potential fire hazards and their proper handling and storage procedures, potential ignition sources (such as welding, smoking and others) and their control procedures, and the type of fire protection equipment or systems which can control a fire involving them;

(2) Names or regular job titles of those responsible for maintenance of equipment and systems installed to prevent or control ignitions or fires; and

(3) Names or regular job titles of those responsible for the control of accumulation of flammable or combustible waste materials.

(c) Housekeeping. The employer shall control accumulations of flammable and combustible waste materials and residues so that they do not contribute to a fire emergency. The housekeeping procedures shall be included in the written fire prevention plan.

(d) Training.

(1) The employer shall apprise employees of the fire hazards of the materials and processes to which they are exposed.

(2) The employer shall review with each employee upon initial assignment those parts of the fire prevention plan which the employee must know to protect the employee in the event of an emergency. The written plan shall be kept in the workplace and made available for employee review. For those employers with 10 or fewer employees, the plan may be communicated orally to employees and the employer need not maintain a written plan.

(e) Maintenance. The employer shall regularly and properly maintain, according to established procedures, equipment and systems installed in the workplace to prevent accidental ignition of combustible materials.

NOTE: Authority and reference cited: Section 142.3, Labor Code.

HISTORY

1. New section filed 9-8-81; effective thirtieth day thereafter (Register 81, No. 37). For prior history, see Registers 77, No. 20; 76, No. 29; and 75, No. 25.

ANNEX C
GENERAL INDUSTRY SAFETY ORDER §6184
EMPLOYEE ALARM SYSTEMS

(a) Scope and Application.

(1) This Section applies to all emergency employee alarms. This section does not apply to those discharge or supervisory alarms required on various fixed extinguishing systems or to supervisory alarms on fire suppression, alarm or detection systems unless they are intended to be employee alarm systems.

(2) The requirements in this Section that pertain to maintenance, testing and inspection shall apply to all local fire alarm signaling systems used for alerting employees regardless of the other functions of the system.

(3) All pre-discharge employee alarms shall meet the requirements of subsection (b)(1) through (b)(4), (c) and (d)(1) of this Section.

(b) General Requirements.

(1) Where local fire alarm signaling systems are required by these orders, they shall be designed and installed in an approved manner.

NOTE: For information on local fire alarm signaling system design and installation, consult the National Fire Protection Association's "National Fire Alarm and Signaling Code", NFPA 72, 2013 edition and/or your local jurisdiction fire department.

(2) The employee alarm system shall provide warning for necessary emergency action as called for in the emergency action plan, or for reaction time for safe escape of employees from the workplace or the immediate work area, or both.

(3) The employee alarm shall be capable of being perceived above ambient noise or light levels by all employees in the affected portions of the workplace. Tactile devices may be used to alert those employees who would not otherwise be able to recognize the audible or visual alarm.

(4) The employee alarm shall be distinctive and recognizable as a signal to evacuate the work area or to perform actions designated under the emergency action plan.

(5) All employees shall be made aware of means and methods of reporting emergencies. These methods may be, but are not limited to, manual pull box

alarms, public address systems, radio or telephones. When telephones are used as a means of reporting an emergency, telephone numbers shall be conspicuously posted nearby. Where a communication system also serves as the employee alarm system, all emergency messages shall have priority over all non-emergency messages.

(6) The employer shall establish procedures for sounding emergency alarms in the workplace. For those employers with 10 or fewer employees in a particular workplace, direct voice communication is an acceptable procedure for sounding the alarm provided all employees can hear the alarm. Such workplaces need not have a back-up system.

(c) Installation and Restoration.

(1) The employer shall assure that all devices, components, combinations of devices or systems constructed and installed to comply with this standard shall be approved. Steam whistles, air horns, strobe lights or similar lighting devices, or tactile devices meeting the requirements of this Section are considered to meet this requirement for approval.

(2) The employer shall assure that all employee alarm systems are restored to normal operating condition as promptly as possible after each test or alarm. Devices and components of alarm systems that are subject to wear or destruction shall have replacements available in sufficient quantities and locations for prompt restoration of the system.

(d) Maintenance and Testing.

(1) The employer shall assure that all employee alarm systems are maintained in operating condition except when undergoing repairs or maintenance.

(2) The employer shall assure that a test of the reliability and adequacy of non-supervised employee alarm systems is made every two months. A different actuation device shall be used in each test of a multi-actuation device system so that no individual device is used for two consecutive tests.

(3) The employer shall maintain or replace power supplies as often as is necessary to assure a fully operational condition. Back-up means of alarm, such as employee runners or telephones, shall be provided when systems are out of service.

(4) The employer shall assure that employee alarm circuitry installed after July 1, 1981, shall be supervised and provide positive notification to assigned personnel

whenever a deficiency exists in the system. The employer shall assure that all supervised employee alarm systems are tested at least annually for reliability and adequacy.

(5) The employer shall assure that servicing, maintenance and testing of employee alarms are performed by persons trained in the designed operation and functions necessary for reliable and safe operations of the system.

(e) Manual Operation.

(1) The employer shall assure that manually operated actuation devices for use in conjunction with employee alarms are unobstructed, conspicuous and readily accessible.

Note: Authority cited: Section 142.3, Labor Code. Reference: Section 142.3, Labor Code.

HISTORY

1. New article 165 (section 6184) filed 9-8-81; effective thirtieth day thereafter (Register 81, No. 37).
2. Editorial correction of subsections (b)(1) and (e)(1) filed 11-9-81; effective thirtieth day thereafter (Register 81, No. 45).
3. Editorial correction of subsections (b) and (d) filed 6-30-82 (Register 82, No. 27).
4. Change without regulatory effect deleting title 24 reference (Register 87, No. 49).
5. Editorial correction of subsection (e)(1) deleting obsolete title 24 reference (Register 88, No. 9).
6. Amendment of subsection (a)(5) filed 5-17-93; operative 6-16-93 (Register 93, No. 21).
7. Amendment of section and Note filed 8-25-2005; operative 9-24-2005 (Register 2005, No. 34).
8. Amendment of subsection (b)(1) filed 12-2-2014; operative 1-1-2015 (Register 2014, No. 49).

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ANNEX D

CALIFORNIA CODE OF REGULATIONS, TITLE 19, §3.09

EMERGENCY PLANNING AND INFORMATION

(a) All office buildings 2 or more stories in height (except high-rise buildings as defined by Health and Safety Code Section 13210).

(1) Owner(s) or operator(s) shall employ either one of the following methods of providing emergency procedures and information to the building occupants:

(A) Emergency procedures information published in the form of a leaflet, brochure, or pamphlet shall be available to all persons entering the building. Emergency procedures information shall be located immediately inside all entrances to the building, as determined by the authority having jurisdiction. Locations shall be clearly marked; or,

(B) A floor plan providing emergency procedures information shall be posted at every stairway landing, at every elevator landing, and immediately inside all public entrances to the building. The information shall be posted so that it describes the represented floor level and can be easily seen immediately upon entering the floor level or the building. Emergency procedures information shall be printed with a minimum of 3/16-inch high non-decorative lettering providing a sharp contrast to the background.

(2) Emergency procedures information shall provide all ambulatory, nonambulatory, and the physically disabled, instructions to be followed in the event of an emergency. Emergency procedures information shall include, but not be limited to the following:

(A) Location of exits and fire alarm initiating stations, if required;

(B) what the fire alarm, if required, sounds and looks like (audible and visual warning devices);

(C) fire department emergency telephone number 911; and,

(D) the prohibition of elevator use during emergencies, if any.

(b) Hotels, Motels and Lodging houses.

(1) Every guestroom available for rental in a hotel, motel, or lodging house shall have clearly visible emergency procedures information printed on a floor plan

representative of the floor level and posted on the interior of each entrance door or immediately adjacent to such door. The owner/operator of a hotel, motel, or lodging house may, in lieu of posting emergency procedures information in each guestroom, provide such information through the use of leaflets, brochures, pamphlets, videotapes, or any other method as approved by the authority having jurisdiction. Oral communication in itself does not fulfill the intent of this section. However, oral communication can be incorporated as a part of the transfer of emergency procedures information. When emergency procedures information signage is posted on the interior of the guestroom entrance door, the bottom of the information shall not be located more than 4-feet above the floor level. Visually impaired persons shall receive instructions of a type they will understand, for example: taping of instructions, instructions in braille, or other appropriate methods.

(2) Each method of providing information shall include, but not be limited to that described in subsection (a)(2)(A-D).

(3) Hotels, motels, and lodging houses shall maintain at the registration desk a list noting the guestrooms assigned to guests with disabilities when such guests have indicated that they have special emergency evacuation requirements. The innkeeper shall, at the innkeeper's option, do one of the following:

(1) provide a place on the registration form for physically disabled guests who have such requirements to so identify themselves;

(2) provide a notice on the room key jacket advising guests with disabilities who have special emergency evacuation requirements to so notify the front desk; or

(3) utilize such other means for allowing such guests with disabilities to so identify themselves as may be approved by the authority having jurisdiction.

(c) Hotels, motels, lodging houses, highrise office buildings, and Group I, Division 1 and 2 occupancies as defined in the State Building Code (except honor farms and conservation camps).

(1) Emergency procedures information printed on a floor plan shall be posted at every stairway landing, at every elevator landing, and immediately inside all public entrances to the building. The information shall be representative of the floor level and be posted so that the bottom edge of such information is not located more than 4-feet above the floor, where it can be easily identified. Emergency procedures information shall be printed with a minimum of 3/16-inch non-decorative lettering providing a sharp contrast to the background.

(2) Emergency procedures information shall include, but not be limited to that described in subsection (a)(2)(A-D).

(d) Owner(s) and operator(s) of hotels, motels, lodging houses, highrise office buildings, and Group I, Division 1 and 2 occupancies as defined in the State Building Code (except honor farms and conservation camps) shall appoint a Fire Safety Director, who shall:

(1) Report to owner(s) or operator(s);

(2) coordinate fire safety activities of the facility with the authority having jurisdiction;

(3) conduct, or cause to be conducted, all training as described in subsection (e), for all building employees and maintain records of dates, subjects, and attendance of each training session; and,

(4) develop and maintain a written facility emergency plan acceptable to the authority having jurisdiction. Upon request, the facility emergency plan shall be made physically available at the respective facility to the authority having jurisdiction. Facility emergency plans shall include, but not be limited to the following:

(A) Fire department emergency telephone number 911;

(B) other emergency response telephone numbers;

(C) evacuation or relocation plan for the building occupants;

(D) duties of the Fire Safety Director and other designated emergency personnel;

(E) building employee responsibilities in case of emergency, including individual assignment and reporting responsibilities; and,

(F) procedures to identify and assist the non-ambulatory and physically disabled.

(5) assure that the requirements of subsection (d)(4)(F), procedures to identify and assist the non-ambulatory and physically disabled are accomplished as follows:

(A) Hotels, motels, and lodging houses shall comply with subsection (b)(3);

(B) owner(s) or operator(s) of highrise office buildings shall maintain a list of all permanent building tenants who have disabilities. Building owner(s) or operator(s) shall be notified in writing by those who have disabilities. Information provided in the list shall include any special emergency evacuation needs and permanent work location of such physically disabled persons. The list shall be located in the building manager's office;

(C)(3) Group I, Division 1 and 2 occupancies as defined in the State Building Code (except honor farms and conservation camps) shall comply with normal hospital policies of assisting patients and guests during an emergency evacuation.

(e) Hotels, motels, lodging houses, and highrise office buildings shall conduct annually, emergency procedures training for individuals listed in subsection (d)(3). Group I, Division 1 and 2 occupancies as defined in the State Building Code (except honor farms and conservation camps) shall conduct quarterly fire emergency training for individuals listed in subsection (d)(3).

(1) Fire Safety Directors and their designated emergency personnel shall receive training in the identification and use of facility fire safety equipment, communication procedures, people movement procedures, fire prevention practices, and their duties outlined in their respective emergency plan. The training curriculum shall be approved by, and made available to the authority having jurisdiction.

(2) Individuals designated in subsection (d)(3) shall receive training covering the identification and use of facility fire safety equipment, fire prevention practices, and appropriate procedures to follow in the event of a fire.

(3) Actual evacuation or relocation of building occupants pursuant to procedures contained in the emergency plan shall be conducted at least annually by those individuals designated in subsection (d)(3). Appropriate records, including dates, floors or building involved, and persons conducting evacuation or relocation procedures shall be maintained and made immediately available to the authority having jurisdiction upon their request. The authority having jurisdiction shall be notified not less than 48 hours in advance of such planned evacuation or relocation.

(f) Emergency procedures signage posted prior to the effective date of these regulations may be continued in use until one year after such effective date of these regulations. Exception: In hotels, motels, lodging houses, and Group I, Division 1 and 2 occupancies as defined in the State Building Code, guests and patients are not required to participate in evacuation or relocation of the building. In hotels, motels, lodging houses, Group I, Division 1 and 2 occupancies as defined in the State Building Code, and high-

rise office buildings, on-duty personnel who have security or maintenance related responsibilities, and designated management personnel approved by the fire authority having jurisdiction shall not be required to participate in any drill but, they shall provide an alternate method approved by the authority having jurisdiction to measure their knowledge of their respective duties pursuant to the emergency plan.

Cal. Code Regs. Tit. 19, § 3.09

Note: Authority cited:

Sections 13100, 13108, 13211, 13220, 13221, 13143, 13143.6 and 17921, Health and Safety Code. Reference:

Sections 13100, 13108, 13211, 13220, 13221, 13143, 13143.6 and 17921, Health and Safety Code.

1. Repealer and new section filed 3-12-90; operative 4-11-90 (Register 90, No. 11). For prior history, see Register 88, No. 36.

2. Amendment of subsection (b)(3) and Note filed 9-4-96; operative 10-4-96 (Register 96, No. 36).

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ANNEX F

EMPLOYEE PROTECTION PROGRAM, CHP 715

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL EMPLOYEE PROTECTION PROGRAM CHP 715 (Rev. 1-08) OPI 029		LOCATION CODE (CHP USE)	DATE PREPARED
DEPARTMENT	STREET ADDRESS		TELEPHONE NUMBER
EMERGENCY COORDINATOR	TELEPHONE NUMBER	ALTERNATE COORDINATOR	TELEPHONE NUMBER
NUMBER OF EMPLOYEES	NUMBER OF FLOORS IN BUILDING	FLOOR NUMBER	
NON-EMERGENCY TELEPHONE NUMBERS			
BOMB DISPOSAL TEAM	SHERIFF'S OFFICE	CHP	
FIRE DEPARTMENT	POLICE DEPARTMENT	AMBULANCE	
FOR EMERGENCIES: 9-1-1			
	ACTION	PLANNING	
MEDICAL	Minor injuries - first aid kits are available. Notify EMT personnel. Major illnesses/injuries - call ambulance/doctor/police.	Complete and post e13708 or e13709, both forms are available online at http://www.scif.com/forms/MandatedForms.html . Ensure that all employees are familiar with EMT personnel and the locations of first aid kits.	
FIRE	Notify fire department/emergency coordinator. Do not expose yourself to unnecessary danger by fighting fires. Use extinguishers to combat small fires unless exits are threatened.	Keep adequate number of fire extinguishers available and in good working order. Know locations of fire extinguishers. Learn how to operate extinguishers. Call on fire department for instructions, if necessary.	
FLOOD	Sudden flooding - evacuate employees to previously determined high-ground locations. Slow flooding - close building to public. Take necessary actions to protect employees and property.	Pre-select nearby high-ground locations and make employees aware of them. See EVACUATION.	
EARTHQUAKE	STAY IN BUILDING, away from windows, glass doors, partitions and from under light fixtures. Take shelter under desks or tables or open doorways. Inner halls and main corridors may also be good areas. Avoid use of telephones and elevators.	KNOW IN ADVANCE WHERE YOU WILL DUCK! Eliminate potentially dangerous falling objects from walls, ceilings, upper shelves and counters.	
EVACUATION	Walk out of the building via planned evacuation routes.	Post primary and alternative evacuation routes. Ensure that all employees know them. Coordinate your evacuation plan with other building occupants.	
BOMB THREAT	Obtain as much information from caller using CHP 34 as a guide. Promptly notify local enforcement agency and bomb disposal authorities. Trained bomb search personnel will search premises for strange objects, BUT DO NOT HANDLE IF THEY ARE FOUND.	Place a CHP 34 next to each telephone. Limit public access to work areas to extent consistent with adequate service. Be familiar with public areas and workspace.	
SUSPECTED LETTER/PACKAGE BOMB	DO NOT HANDLE UNNECESSARILY. Gently place the envelope/package in a stationary location near where you first picked it up. Secure that location. Promptly notify local law enforcement agency or bomb disposal authorities.	Departmental personnel should remain alert to the possibility that bomb envelopes may be delivered. All personnel are to be regularly briefed on the hazards, characteristics and disposition procedures.	
DEMONSTRATIONS	STAY IN THE BUILDING. DO NOT BECOME PART OF THE PROBLEM. Make factual report to police or sheriff. Carry on business as usual. Do not say anything to inflame demonstrators or mislead police.	Be mindful of civil disorder procedures. BE ALERT FOR ANY CHANGE IN THE MOOD OF DEMONSTRATORS. Most demonstrations are peaceful.	
HAZARDOUS MATERIALS SPILLS	SAFETY FIRST. Contain the location of the spill by isolating area. Make prompt notification. Initiate the Incident Command System (ICS).	Ensure that emergency incident management procedures have been established and all personnel who are likely to participate in emergency operations are appropriately trained.	
WAR	With warning - follow instructions, avoid rumors, keep calm and move to designated shelters. No warning - take shelter under sturdy furniture or structure. Lie face down. Cover face and back of neck with arms. Don't look at blast.	Establish shelters and make employees aware of their locations.	
POST IN A CONSPICUOUS PLACE			
Destroy Previous Editions			
Chp715_0220.pdf			

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